Compensation Analyst

The **Compensation Analyst** conducts complex classification and compensation analyses and assists in related compensation activities for Stony Brook University Hospital. The selected candidate must be comfortable working independently, as well as part of a team based environment.

Duties of a **Compensation Analyst** may include the following but are not limited to:

• Responsible for administering University Hospital compensation programs. Evaluates and analyzes internal salary data, salary history and HRIS transactional data, external market salary data, etc from multiple sources for requests and guidance as needed.
• Researches, analyzes and recommends appropriate compensation levels for new positions and salary review requests.
• Proactively works with leaders to recommend solutions and alternatives to changing needs and growing demands.
• Reviews new position descriptions and changes to current position descriptions for appropriate classification, compliance and organizational soundness.
• Reviews compensation related activities such as requests for extra service, increase in job duties, reclassifications and promotional requests, all in accordance with Hospital guidelines.
• Understands and makes FLSA exemption determinations based upon Department of Labor Guidelines, job descriptions and relevant job data.

• Conducts compensation salary surveys and serves as key contact for survey administrators. Collects, analyzes and manages data/information from various sources.
• Provides guidance to department administrators on classification and compensation related issues and initiatives. Is conversant with NYS Civil Service Law as it relates to compensation issues as well as various collective bargaining agreements.

• Ad-hoc analyses, other duties or projects as needed and assigned.

Qualifications

Required Qualifications:

• Bachelor's Degree or higher in Finance, Accounting, Business Administration, Human Resource Management, or a related field.
• A minimum of three (3) years of experience in either Compensation, Actuarial work, Finance or a related field.
• Must have strong analytical, organizational and problem solving skills.
• Must be detail oriented with a focus on both efficiency and accuracy.
• Advanced Excel Skills including experience with pivot tables, vlookups, nested if statements, conditional data formatting, count and sumif statements, and other advanced features.
• Proficiency in the entire Microsoft Office Suite.

• Exceptional communication skills both written and oral. Must be able to communicate with clarity and brevity to large and varied audiences up to and including those at the executive level.

Preferred Qualifications:

• Experience with salary analysis, designing salary scales, evaluating FSLA status preferred.
• Knowledge of HRIS systems (PeopleSoft preferred) and reporting tools.
• Experience utilizing an Applicant Tracking System.
• Experience working in unionized environments with varying employee classifications.
• Previous hospital experience.

Special Notes: Resume/CV should be included with the online application.

In accordance with federal and state regulations that all hospitals and nursing homes require personnel to be vaccinated against COVID-19, candidates who are not already fully vaccinated must obtain the first dose of a COVID-19 vaccine within three (3) calendar days of acceptance of a conditional job offer and must obtain any subsequent doses in accordance with that particular vaccine manufacturer's protocol. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of a job offer or in accordance with that particular vaccine manufacturer's protocol, whichever comes later.

The state regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulations allow for limited exemptions with reasonable accommodations, consistent with applicable law.

Posting Overview: This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

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• Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
• All Hospital positions may be subject to changes in pass days and shifts as necessary.

• This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
• This function/position maybe designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

• Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
• Complete electronic reference check with a minimum of three (3) professional references.
• Successfully complete a 4 panel drug screen*
• Meet Regulatory Requirements for pre-employment screenings.
• Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

*The hiring department will be responsible for any fee incurred for examination.

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Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access .

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed https://www.stonybrook.edu/police/**.**

Anticipated Pay Range:

The starting salary range (or hiring range) for this position has been established as - $91000-$115410.

The above salary range (or hiring range) represents SBUH's good faith and reasonable estimate of the range of possible compensation at the time of posting.

In addition, all UUP positions have a $3,026 location pay.

Some positions offer shift pay differentials for Night ($3,700) & Evening ($2,500) As well as Inconvenience pay of $575.

Your total compensation goes beyond the number in your paycheck. SBUH provides generous leave, health plans, and state pension that add to your bottom line.

Visit our https://www.stonybrook.edu/commcms/jobs/working-here/index.php **page to learn about the total rewards we offer.**

Job Number: 2301522
Official Job Title: Personnel Associate
Job Field: Human Resources
Primary Location: US-NY-East Setauket
Department/Hiring Area: Human Resources
Schedule: Full-time Shift :Day Shift Shift Hours: 8:30 AM - 5:00 PM
Pass Days: Sat, Sun
Posting Start Date: Apr 18, 2023
Posting End Date: Jul 18, 2023, 3:59:00 AM
Salary: See Special Notes
Salary Grade:MP5
SBU Area: Stony Brook University Hospital

To apply, visit https://apptrkr.com/4145799